



## **410 POLICY - Faculty Evaluations**

### **410.1 Statement of Policy**

Faculty evaluations are required. They will be given according to the guidelines published in the Procedures section of the Policies and Procedures Manual.

### **410.2 Faculty Evaluations**

For the purpose of assuring the public, the students, and the faculty of the College's maintenance of the highest academic standards, procedures for review and evaluation of Full-time and Adjunct faculty are published in the Procedures section of the Policies and Procedures Manual.

Adopted March 2020



## 410 PROCEDURE - Faculty Evaluations

### **410.2:1 Full-time Faculty**

Full-time Faculty Evaluations - Full-time Faculty will be evaluated through the following processes:

- A. Classroom (online and live) evaluation and post observational discussion
  - 1. All full-time non-tenured faculty will be evaluated annually. All full-time tenured faculty will be evaluated once every three years. Evaluations will take place between the 5<sup>th</sup> and the 13<sup>th</sup> week of a sixteen (16) week semester or during the 3<sup>rd</sup> and the 7<sup>th</sup> week of an eight (8) week session through a classroom visitation using the administrative evaluation form. The classroom visitation for live courses will require the evaluator to sit in on a designated course. The classroom visitation for online courses will require the evaluator to sit down with the faculty member and access the online platform for that course. The evaluation will be conducted by the appropriate evaluator in charge of academic instruction during a class period mutually agreed upon by the faculty member and the evaluator.
    - i. The faculty member being evaluated will be provided or have access to the evaluation form prior to the evaluation process. The faculty member being evaluated shall have at minimum 72-hour notice prior to the formal evaluation. A post observation discussion session will be held within ten (10) business days after the classroom observation.
  - 2. At minimum the evaluators for all full-time faculty shall be the department head or any selected tenured full-time faculty member in good standing as determined by the department head. Additional evaluations may take place at the request of the evaluatee through the use of departmental and non-departmental evaluators. If such requests are made, the evaluatee will be responsible for coordinating said events.
- B. Student Evaluations - Student evaluations will be administered in all courses each semester. Evaluations will be administered electronically during the end portion of a sixteen (16), and eight (8) week semester. The evaluation will be open for a two week period and students, as well as faculty will be notified as to the specific dates. The evaluations will be available to faculty after the grade submission deadline for



the designated semester. Faculty access to evaluations is through the myRedlands portal.

- C. Full-time Faculty Self-Assessment – The Full-time Faculty Self-Assessment form will be completed annually. This plan will provide a framework on which to meet the mission of both the college and department in the following areas:

1. Instruction
2. Service
3. Professional Development

For each of the designated areas, the full-time faculty member will identify specific goals and objectives to be reached by the end of the academic year. The full-time faculty member will be responsible for documenting progress toward each goal by maintaining a record of activities related to each.

All full-time faculty will complete the full-time Faculty Self-Assessment and submit the form to Human Resources and a copy to their Department Head by the first Friday in September of each year. Faculty are subject to meet at the discretion of the Vice President for Academic Affairs and/or Department Head.

#### **410.2:2 Adjunct Faculty**

Adjunct Faculty Evaluations – Adjunct Faculty will be evaluated through the following processes:

- A. Classroom (online and live) evaluation and post observational discussion
1. All adjunct faculty will be evaluated once within a period spanning four semesters taught between the 5<sup>th</sup> and the 13<sup>th</sup> week of a sixteen (16) week semester or during the 3<sup>rd</sup> and the 7<sup>th</sup> week of an eight (8) week session through a classroom visitation using the administrative evaluation form. The evaluation will be conducted by the appropriate evaluator in charge of academic instruction during a class period mutually agreed upon by the faculty member and the evaluator.
    - i. The faculty member being evaluated will be provided or have access to the evaluation form and will meet with the evaluator prior to the evaluation process. The faculty member being evaluated shall have at minimum 72-hour notice prior to the formal evaluation. A post



observation discussion session will be held within ten (10) business days after the classroom observation.

2. At minimum the evaluators for all adjunct faculty shall be the department head or any selected tenured full-time faculty member in good standing as determined by the department head. Additional evaluations may take place at the request of the evaluatee through the use of departmental and non-departmental evaluators. If such requests are made, the evaluatee will be responsible for coordinating said events.
- B. Student Evaluations - Student evaluations will be administered in all courses each semester. Evaluations will be administered electronically during the end portion of a sixteen (16), and eight (8) week semester. The evaluation will be open for a two week period and students, as well as faculty will be notified as to the specific dates. The evaluations will be available to faculty after the grade submission deadline for the designated semester. Faculty access to evaluations is through the myRedlands portal.

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